

**OFFICE OF INFORMATION TECHNOLOGY
NOTICE OF JOB VACANCY
SYSTEM EVALUATOR/DOCUMENTATION SPECIALIST**

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| | | POSTING #:2015-085 |
| FROM: September 1, 2015 | TO: September 15, 2015 | |
| POSTING OPEN TO: | | LOCATION: |
| <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | OIT UNIT SCOPE(S): STATEWIDE GENERAL PUBLIC | Office of Information Technology Administration 300 Riverview Plaza Trenton, NJ 08625 |
| TITLE: Information Technology Specialist Position Numbers 943191 and 937805 | | NUMBER OF POSITIONS: 2 |
| SALARY RANGE: P21 \$51,529.95 - \$70,573.07 | | HOURS OF WORK: TBD |

DESCRIPTION OF POSITION: Under direct supervision, the IT system evaluator/documentation specialist will assist in the routine evaluation of enterprise IT systems and/or assist in the preparation of routine system evaluation documentation.

Duties of the position will include assisting in the evaluation and design of internal controls, backup and recovery practices, and OIT's ability to protect information assets to ensure various IT systems are properly dispensing information to authorized parties. The position will assist higher-level staff in determining IT audit scope and control objectives, in addition to preparing routine reports that document test cases, including findings, recommendations, and conclusions. Assists in the development and implementation of action plans to mitigate identified control weaknesses in IT systems. Assists in various post-evaluation activities, including the review of management responses to findings. May be assigned to assist in the preparation of technical IT procedural manuals, standards, and internal communication documents, and assist higher-level staff with strategic/executive communications.

MUST HAVE THESE SKILLSETS TO BE CONSIDERED: Excellent written and verbal communication skills. Ability to interview diverse stakeholders, document findings, make routine recommendations, evaluate the operation of IT systems, and prepare technical documentation for various audiences. Knowledge of the principles, practices, and procedures utilized in Information Technology auditing. CISP or CISSP certification is desirable.

NOTE: Candidates may be required to provide a writing sample as part of the interview process.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

EXPERIENCE: One (1) year of experience in information technology.

Experience in IT auditing and/or the preparation of system evaluation documentation, is desirable.

NOTE: A general Bachelor's degree in any field may be substituted for the Associate's degree.

NOTE: A Master's degree in Computer Science, Information Technology, Business Administration, or a related field may be substituted for the one (1) year of indicated experience.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

FOR FOREIGN DEGREES: All non-U.S. degrees and/or transcripts from a college or university outside the U.S., must already be evaluated for accreditation and attached to your resume. Failure to comply with these requirements may result in ineligibility.

RESIDENCY REQUIREMENTS:

In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING:

Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification for Information Technology Specialist: <http://info.csc.state.nj.us/jobspec/53262.htm>

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST WITHIN THE POSTING PERIOD:

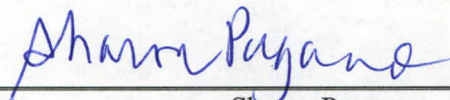
Electronic Filing:

Applicants are encouraged to file electronically. Forward your letter of interest and resume electronically to recruiter4@oit.nj.gov. **Include the posting number 2015-085 in the subject line** and your email address so that we may acknowledge your response electronically.

Alternate Filing: If unable to file electronically, applicants may forward your resume and letter (including posting #2015-085) to:

Linda Schulman, Manager
Office of Human Resources
P.O. Box 212
300 Riverview Plaza, 4th Floor
Trenton, New Jersey 08625

JOB POSTING AUTHORIZED BY:



Sharon Pagano
Chief of Staff